

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Landlord's Name]  
[Property Management Name]  
[Property Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally notify you of my intention to vacate my apartment located at [Apartment Address] effective [Move-Out Date], which is two days from today.

I appreciate the time I have spent living here and thank you for your assistance during my tenancy. Please let me know the next steps for the moving process and the return of my security deposit.

Thank you for your understanding.

Sincerely,

[Your Name]